

## Welcome to Team Mildenhall from the Military & Family Readiness Center (M&FRC)

Please use this checklist to help with getting settled in a timely manner.

### PRE-ARRIVAL

- ☐ Ensure you obtain paperwork for entry into the U.K follow directions at this link: <https://www.100fss.com/military-personnel-flight>
- ☐ **Military members require NATO orders**
- ☐ Military dependents (U.S. citizens) require a U.S. no-fee passport and must be on orders
- ☐ Military members require a Government Travel Card (coordinate with unit on the details)
- ☐ Ensure you (and spouse) have a valid driver's license before arriving to the U.K.
- ☐ DoD civilians/contractors and their dependents require an Entry Clearance visa/vignette in U.S. passports and must be on orders
- ☐ DoD civilians / contractors collect Biometric Residence permit within required timeframe.
- ☐ Obtain a tourist passport for travel outside of England prior to arrival in the U.K. if possible
- ☐ Join our Pre-Arrival Orientation event on the 1<sup>st</sup> Weds of the month – email Military & Family Readiness Center (M&FRC) at [100fss.fsfr@us.af.mil](mailto:100fss.fsfr@us.af.mil) for details.
- ☐ Check out [www.100fss.com](http://www.100fss.com) site for events and base-wide facility information in addition to the RAF Mildenhall PCS & Welcome site: <https://www.100fss.com/raf-mildenhall-pcs>
- ☐ Arriving from CONUS? If so, arrange flights on the Patriot Express 90 days prior to your RNLT. For details see: <https://www.mildenhall.af.mil/About-Us/Patriot-Express/>
- ☐ Planning to bring pets on the Patriot Express rotator? Follow details on the site listed above and email required documents to Animal Aircare LTD. Pet paperwork must be approved before pets can travel
- ☐ Contact the 100 LRS Traffic Management team at [100lrs.pax@us.af.mil](mailto:100lrs.pax@us.af.mil) or RAF Feltwell Veterinarian Clinic at [usaf.lakenheath.48-mdg.mbx.vet-clinic@health.mil](mailto:usaf.lakenheath.48-mdg.mbx.vet-clinic@health.mil) if further questions with pet travel
- ☐ Get an APO box with sponsor assistance through <https://www.100fss.com/post-office>
- ☐ Register children for Children and Youth Services and DoDEA schools
- ☐ Consider getting your cell phone unlocked so you can use a different network SIM card after arrival
- ☐ Download the USAF Connect App for notifications of what's happening across the local bases (save Team Mildenhall - and 48 FW - as favorites)

### ARRIVAL

- ☐ Check in at Lodging or your Dorm with help from your sponsor. Any issues contact Command Post at DSN 314-238-2121
- ☐ Report to your unit Commanders' Support Staff (first duty day after arrival). They will collect paperwork to get you gained and in-processed with Military Personnel Flight
- ☐ Ensure you're signed up to attend 2-day Team Mildenhall Newcomers' Orientations. Held on Tuesdays from 0745-1600, and Thursdays from 0745-1400. Attend as soon as possible during first week of arrival, in any order.
- ☐ During these briefings you will learn about local laws and living in the UK differences, and support offered by various base agencies to help remain resilient. You will enroll in TRICARE Overseas and complete medical in-processing and learn need to know information from the Housing Office and Unaccompanied Housing Office (for those in the Dorms). You will also complete drivers' training (for you and family members who will be driving while assigned here). It's best to study the official Highway Code online at [www.gov.uk/guidance/the-highway-code](http://www.gov.uk/guidance/the-highway-code) and/or borrow a book from the M&FRC (if available). Within a few days of passing the driving exam you will be able to obtain your Driving/Fuel permit (USAFE Form 435) from Pass & Registration, Bldg 438, call DSN 314-238-5501
- ☐ Ensure your spouse is signed up to attend Spouse Inprocessing Orientations (offered 3<sup>rd</sup> Weds of month from 0900-1300) in addition to Thursday Newcomers' Orientation. Both offered in person at the M&FRC, Bldg 460 and virtually on <https://www.zoomgov.com>
- ☐ Ask sponsor for help with setting up your phone. Consider pay-as-you-go SIM card as an option instead of signing up for a new mobile contract

- ☐ If you've yet to do so, download the USAF Connect App!
- ☐ Dependents (U.S. citizens) are encouraged to apply for a no-fee exemption vignette if wanting to work off-base, use off-base schools, or for ease of entry back into the U.K. if traveling without spouse

## **MONEY**

- ☐ Establish pounds sterling account or bill pay option with local on- or off-base bank
- ☐ Clarify any charges payable on the account and frequently asked questions
- ☐ Determine entitlements with Finance Office
- ☐ Contact U.S. banks to transfer funds as needed
- ☐ Obtain a ration card from your unit or Military Personnel Section
- ☐ Consider a housing advance to help pay for off-base housing deposit
- ☐ Contact M&FRC for financial assistance
- ☐ Contact U.S. banks to close accounts, as needed

## **CARS**

- ☐ Get a rental car (if desired) to get around while in-processing – ask sponsor for assistance
- ☐ Consider using the Value Added Tax (VAT) relief scheme to save money when renting a vehicle.
- ☐ Show rental agreement and PCS orders to get fuel on base for a limited timeframe.
- ☐ If buying a car, ensure it has a valid Ministry of Transportation (MOT) vehicle inspection test and V5 registration form
- ☐ Purchase road tax ([www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax)) and U.K. insurance
- ☐ If you have shipped a U.S.-spec vehicle, ensure a registration/license plate is on the vehicle or it cannot be driven
- ☐ Book and complete the MOT test for vehicles over 3 years old or Individual Vehicle Approval (IVA) for vehicles under 3 years old for the day you pick up your vehicle
- ☐ Complete light conversions (if applicable) within 30 days of arrival
- ☐ Register all vehicles through Pass and Registration. Once inspection is passed, all vehicles must be registered within 30 days from pick up
- ☐ Enroll in fuel ration program

## **HOMES**

- ☐ Contact the Housing Office upon arrival (email [48ces.housingassistance@us.af.mil](mailto:48ces.housingassistance@us.af.mil))
- ☐ Schedule appointments to tour homes (aim to view 2 houses within first 10 days)
- ☐ Ensure Housing Office inspects property and reviews contract
- ☐ Sign paperwork after review by Housing Office
- ☐ Establish Temporary Lodging Allowance (TLA) and Overseas Housing Allowance (OHA)
- ☐ Sign up for communication services (read contracts carefully)
- ☐ Purchase liability and renter's insurance
- ☐ Contact the Furnishings Management Office, M&FRC loan locker, browse thrift stores, charity shops, car boot sales, flea markets and local stores for household items

## **MEDICAL**

- ☐ Add U.K. emergency numbers to cell phone: 999 is official emergency number when off base
- ☐ If there's an emergency on base, always call the on-base-emergency services as they will respond quicker (RAFM: 01638 547999 or DSN 238-7999 / RAFL 01638 527911 or 314-226-7911)
- ☐ Connect with local medical providers (Tricare 314-226-8143)

## **KIDS**

- ☐ Have vaccination records, transcripts, PCS orders, passports and birth certificates readily available
- ☐ Register children for Children and Youth Services and DoDEA schools
- ☐ Contact Enrollment Office to begin application process for DODEA-Europe. You can also download forms from the website and fill out ahead of time at [www.dodea.edu/Europe/enrollment/resources.cfm](http://www.dodea.edu/Europe/enrollment/resources.cfm)

- ☐ Contact School Liaison Officer (SLO) for information about British schooling, homeschooling and early education childcare off-base
- ☐ Visit childcare facilities to apply and get on waitlist. Register through <https://www.militarychildcare.com>
- ☐ Ensure vaccinations are current and schedule wellness exams

## **PETS**

- ☐ Register pet at RAF Feltwell within 30 days of arrival or getting pet if you will be living in Military Family Housing. Call DSN 314-226-7097 or commercial +44(0)1638 527097, or email [usaf.lakenheath.48-mdg.mbx.vet-clinic@health.mil](mailto:usaf.lakenheath.48-mdg.mbx.vet-clinic@health.mil)
- ☐ Find off-installation vet clinic that provides emergency care
- ☐ Understand and adhere to U.K. pet laws see [www.gov.uk](http://www.gov.uk)
- ☐ Consider purchasing pet insurance (including liability)
- ☐ Ensure pet has international microchip, get updated ID tags with local contact information
- ☐ Find a boarding center or pet sitter. Use monthly worming, flea and tick preventive medication
- ☐ Maintain annual rabies vaccinations during overseas tour

## **PERSONAL ENRICHMENT**

- ☐ Create a USAJobs.gov account and update resume
- ☐ Visit Education Center to learn about course offerings
- ☐ Contact M&FRC for volunteer, employment assistance and work-study opportunities
- ☐ Sign up through FVAP.gov to vote in elections back home
- ☐ Get to know your neighbors and blend in with the locals. For any off-base concerns or interests, such as community complaints or getting involved with the locals, contact the Community Relations Adviser DSN 314-238-2254 or commercial +44(0)1638 542254